



Rec'd  
SEP 14 2007  
Secretary of State  
WA. STATE ARCHIVES

STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**  
**Archives Conference Room, Olympia**  
**1:30 p.m.**  
**August 01, 2007**

**Members Present:** Steve Ryser (Chair), State Auditor's Office; Marta DeLeon, Attorney General's Office; Rochelle Klopfenstein, Office of Financial Management; Jerry Handfield, Secretary of State's Office

**Staff Present:** Tri Howard, State Records Manager; Benjamin Helle, Records Management Program Specialist

**Records Officers:** Brenda Galarza, Secretary of State's Office; Millie Brombacher, Department of Social and Health Services; Lysa Walker, Labor and Industries; Mary Leider, State Auditor's Office; Cathy Downs, Department of Transportation

**Guests:** Carol Hill, Department of Labor and Industries; Megan Sibbert, University of Washington; Dave Motz, Secretary of State's Office; Sid McAlpin, Department of Health; Richard Danielson, University of Washington Medical Center; Robert Barrett, Labor and Industries; Marta Carlo, Department of Transportation; Jessica Alexander, Department of Transportation; Cindy Evans, Office of the Attorney General

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:34 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve June 06, 2007 Minutes:** Ryser called for a motion to approve the June 06, 2007 minutes. Moved by Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried to adopt the minutes as presented.

**D. Adoption of August 01, 2007 Agenda:** Ryser called for a motion to approve today's agenda. Handfield requested that Item A. be added to Section IV. Other Business titled *Announcements*. Ryser called for a motion to approve today's agenda as amended. Moved by Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried to adopt today's agenda as amended.

## **II. OLD BUSINESS**

### **A. Series Withdrawn at the June 06, 2007 Meeting**

#### **1. Office of the Secretary of State**

##### *a. Elections*

**Action:** Motion to approve Items 1 and 2: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

## **III. NEW BUSINESS**

### **A. Action Items for Committee Review/Approval**

#### **1. Washington State University (WSU)**

##### *a. WSU Spokane-Mathematics, Engineering, Science Achievements (MESA) Program*

**Action:** Ryser called for a motion to approve Item 1: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

##### *b. Payroll and Personnel Records*

**Action:** Ryser called for a motion to approve Items 1-3: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

##### *c. Human Resources Services*

**Action:** Ryser called for a motion to table all schedules (5, 7, 28) dealing with bargaining units and investigate: Handfield; seconded by DeLeon. Ryser called for a motion to approve remaining schedules (8, 9, 16, 21, 23, and 33): Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

##### *d. WSU Spokane- Student Affairs, Office of*

**Action:** Ryser called for a motion to approve Item 3: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

##### *e. Counseling and Testing Services*

**Action:** Ryser called for a motion to amend Item 1 and circulate: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

#### **2. Washington State Housing Finance Commission**

**Action:** Motion to approve Item 1: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

#### **3. Washington Higher Education Facilities Authority**

**Action:** Motion to approve Item 1: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

#### **4. Western Washington University**

##### *a. College of Sciences and Technology*

**Action:** Motion to approve items 1-10: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

*b. Residence Life*

**Action:** Motion to approve items 1-4: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

**5. Department of Health**

*a. Drinking Water Field Operations*

**Action:** Motion to approve item pending amendment and will circulate: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

*b. Women, Infant and Children (WIC) Program*

**Action:** Motion to approve item: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

*c. Eastern Drinking Water Regional Operations*

**Action:** Motion to approve items 2-11, 13: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

**6. Department of Labor and Industries**

*a. Claims Support Services*

**Action:** Motion to approve item 1: Handfield; seconded by Klopfenstein. Handfield request that two platters be sent to the Digital Archives for display.

**Resolution:** Motion carried.

**7. University of Washington**

*a. Dentistry: Restorative Dentistry and Prosthodontics*

**Action:** Motion to approve Item 12: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

*b. Dentistry: Office of Student Services, Admissions*

**Action:** Motion to approve Items 1-2: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

*c. PH&CM: Health Services: Office of Animal Welfare*

**Action:** Motion to approve Items 1, 3, 5-7, 11-14: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

*d. Tacoma: Finance and Administration: Campus Safety and Security*

**Action:** Motion to approve Items 1-2, 4, 6: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

*e. FSO: Parking Services: Administration*

**Action:** Motion to approve Items 1-2: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

*f. C&C: Service Delivery Support, Data Center and C&C*

**Action:** Motion to approve Items 7, 9-13: Klopfenstein; seconded by Handfield.

**Resolution:** Motion carried.

*g. Law: Academic Services*

**Action:** Motion to approve Item 1: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

*h. Med: Orthopaedics: Sports Medicine Clinic*

**Action:** Motion to approve Item 1: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

i. *Health Sciences Administration*

**Action:** Motion to approve Items 1 and 3: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

j. *Nursing: Dean: TIER: Nursing Learning Lab*

**Action:** Motion to approve Item 1: DeLeon; seconded by Klopfenstein.

**Resolution:** Motion carried.

k. *Health Science Administration: Health Sciences*

**Action:** Motion to approve Item 1: Klopfenstein; seconded by DeLeon.

**Resolution:** Motion carried.

**8. Department of Social and Health Services**

a. *Special Commitment Center*

**Action:** Motion to approve Items 1 and 2: DeLeon; seconded by Klopfenstein.

**Resolution:** Motion carried.

b. *Aging and Disability Services Administration, DDD*

**Action:** Motion to approve Items 1, 2, 885, 1223: DeLeon; seconded by Klopfenstein.

**Resolution:** Motion carried.

**9. State Auditor's Office**

a. *State Audits*

**Action:** Motion to approve item 1: Handfield; seconded by DeLeon.

**Resolution:** Motion carried.

b. *Municipal Corporations- Local*

**Action:** Motion to approve item 1: Handfield; seconded by DeLeon.

**Resolution:** Motion carried.

**10. University of Washington Medical Center**

**Action:** Motion to table to items 1-3 to determine if records were copies: Handfield; seconded by Klopfenstein.

**Resolution:** Motion carried.

**11. Department of Transportation**

**Action:** Motion to approve items 1-4: DeLeon; seconded by Klopfenstein.

**Resolution:** Motion carried.

**III. OTHER BUSINESS**

**A. Announcements**

1. Handfield made note of the recent article by New York Times columnist Maureen Dowd in which she referred to archivists as the "new macho heroes of Washington." This relates to Vice-President Dick Cheney's refusal to cooperate with the National Archives' records management/audit procedures.

**V. ADJOURNMENT**

The meeting was adjourned at 4:45 p.m.

The next meeting of the State Records Committee is scheduled for September 5, 2007, at 1:30 p.m. in the Archives Conference Room, Archives and Records Building, Olympia.

**CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:**

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on August 1, 2007, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser                      9-13-07  
Chair Signature                      Date

**NOTE:** Official signature on file at Secretary of State Records Management Office.